



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

0-0768  
Received by  
State Procurement Office  
07/11/2016

TO: Chief Procurement Officer  
FROM: Transportation/Airports/Oahu District  
Name of Requesting Department

Pursuant to § 103D-306, HRS and Subchapter 9, HAR Chapter 3-122, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured:

Annual procurement of unknown quantities of replacement/new parts for existing location at the Honolulu International Airport and possible expansion to additional locations on the Oahu as well as the neighbor island airports to manage fuel receipts, issuances, provide up to the day fuel tank readings and other fuel/vehicle related reports. Parts include, but not limited to, vehicle identification boxes, island control units (ICU), key fobs, antennae, additional software licenses/modules for vehicle refueling/repair modules as needed to implement system at all locations. Hosting services at their proprietary site.

2. Vendor Name: AssetWORKS  
Address: 998 Old Eagle School Road, Suite 1215  
Wayne, PA 19087

3. Price: \$ 100,000.00

4. Term of Contract: (mm/dd/yyyy)

5. Prior Sole Source Ref No.

From: 12-Nov-16 To: 11-Nov-17

15-031 K

6. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities:

AssetWORKS provides seamless support to the different roles of managing a fleet management system, namely the fleet manager, shop floor technicians, data management and administration/procurement. AssetWORKS provides a fuel management system that fully integrates the fuel tanks, the pumps, and vehicle maintenance records. Software support, site controller parts, and vehicle mounted interface hardware are only available from AssetWORKS. Other vendors parts do not fit, do not operate on the same frequencies, or are not recognized by this system's existing hardware. AssetWORKS does not sub-contract or assign other computer companies to perform hosting, maintenance services, assistance, or licensing permissions for the software. Hosting is only available at their SSAE16 SOC2 certified facility in Wayne, Pennsylvania.

7. Essential Features: The good, service or construction has the following unique features, characteristics or capabilities to accomplish the work:

HNL has been using the AssetWORKS system since 2010. The system automates the recording of fuel transactions so that the Airports does not need to station an individual next to the fuel pumps, 24/7, to provide fueling assistance and record the fuel transaction details. The transaction details are automatically exported from the fuel island site controller to the fleet software application with no manual input/interaction. The fleet management software records all fuel transactions mated with fuel costs, operator, vehicle. The automotive technicians use the fleet management software to enter all repairs, parts and other costs associated with maintaining/repairing Airports vehicles. Comprehensive reports are now available within one minute of request (JV's, fuel, history, repairs, etc.). Utilizing the hosting service, the system will be updated as new releases of the software are available. Multiple sites using the software hosting will increase efficiency/productivity and will reduce inhouse technical maintenance and resources as well as eliminate server hardware associated costs..

8. Alternate source. The following other possible sources for the good, service, or construction were investigated but did not meet our needs because:

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Coencorp Fleet Management System, EJ Ward, Manager Plus, Etorus, Fuel Force, P Fleet (formerly Plavan). Each system is proprietary. AssetWORKS is a combined system (formerly Gasboy, Maximus) that was purchased and married together to work seamlessly from fuel receipt/issuance to reporting, including billing, asset management, parts management and other things related to a vehicle's life. It includes shop management tools such as employee management, tools, bay, etc. No other system is inclusive as AssetWORKS. Additionally, UH, BWS, MCBH, HPD and HECO use this system.

9. Provide name(s) of department personnel conducting/participating in the procurement and whether individuals complied with the written procurement delegation authority and mandatory training requirements.

(Please type in over example and delete cells noted used.)

Department Personnel Name	Division/Agency	Specify involvement in this procurement	Knowledgeable of written delegated procurement authority and mandatory training? (Yes or No)	Does individual have appropriate written delegated authority and attended the appropriate mandatory training? (Yes or No)
Christopher Murphy	DOT/Airports	Drafted/Prepared/Conducted/Manage	Yes	Yes
Arnold Keawe	DOT/Airports	User/Orderer	Yes	Yes
Cathy Rabacal	DOT/Airports	User/Orderer	Yes	Yes
Linda Niimi	DOT/Airports	Drafted/Prepared/IT Support	Yes	Yes
Tiffinie Smith	DOT/Airports	User/Orderer	Yes	Yes

10. Which individuals from the list provided in No. 9 may SPO contact for follow up inquiry, if any? This individual should be knowledgeable of the procurement and informed that they have been designated as the contact person. If this person is not listed in No. 9, what is their involvement in this procurement?

Department Personnel Name and Their Involvement in the Procurement (if not explained in No. 9)	Phone Number	e-mail
Christopher Murphy	836-6487	<a href="mailto:christopher.murphy@hawaii.gov">christopher.murphy@hawaii.gov</a>

Expenditure may be processed with a purchase order/pCard:

Yes      x      No

If no, a contract must be executed with funds certified.

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

I certify that the information provided is to the best of my knowledge, true and correct.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

11. Date Notice Posed:

7/12/2016

**SS17-001K**



Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer  
State of Hawaii  
P.O. Box 119  
Honolulu, HI 96810-0119

12. Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 11/12/2016 to 11/11/2017 and is for the solicitation process only. This is based on the department representation that AssetWORKS LLC is the sole distributor of their proprietary parts. Pursuant to HRS section 103D-310(c) and HAR section 3-122-112, the procuring officer shall verify compliance (i.e., vendor is required to be compliant on the Hawaii Compliance Express) for all contracts awarded, and the award is required to be posted on the Awards Reporting System. Copies of the compliance and the awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Kevin Takaesu at 586-0566, or email [kevin.s.takaesu@hawaii.gov](mailto:kevin.s.takaesu@hawaii.gov).

☒ Approved      ☐ Disapproved      ☐ No Action Required

  
Chief Procurement Officer Signature

8/8/16  
Date